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KENTUCKY DEPARTMENT OF EDUCATION

New IC Security Measure Requires District Attention to Avoid Problems

Infinite Campus (IC) user passwords will no longer appear in clear text in the user interface or the database with deployment of Release Pack E.1318. The change will occur on Saturday, Aug. 17, which is 60 days after 1318 is released to production. Districts must identify and avoid any issues this may cause prior to the effective date.

The purpose of the change is to increase security of student data. Click here for detailed documentation about the changes available on Campus Community. Below are sample instances that will be affected:

- procedures that query, insert or extract passwords from the (IC) database
- processes that share passwords with other applications
- IC links that can be clicked to access a site directly without reentering a required password
- systems that synchronize its usernames and passwords to IC's usernames and passwords
- internal processes that rely on the user account tab to provide users with their current password
- password-resetting processes that rely on viewing a user's password

IC has prepared a security awareness report to help users identify issues that could specifically affect them. Pay special attention to the Automated Tasks section because most Kentucky districts take advantage of the KY Data Extract Utility and will have warnings in this section. As explained in the documentation, this tool will remain unaffected by the update unless a user created a specific task that includes IC user passwords in an extract. The typical food service and library extracts used by Kentucky districts will continue to execute.

Kentucky eTranscript Initiative Streamlines the College Admissions Process

Beginning this summer, Kentucky high school students can electronically send their transcripts and other documents to participating postsecondary members of the Parchment Exchange at no cost to themselves, their high school or the recipient. Fifteen high schools and three state universities provided input to develop the common Kentucky electronic transcript (eTranscript). The sample transcript is provided as an attachment with this publication.

The majority of high school students submit college admissions and the Free Application for Federal Student Aid (FAFSA) online. The statewide adoption of electronic transcripts will complete the online and paperless delivery of all materials necessary for college admissions. This eTranscript solution has proven to reduce costs and save time in schools nationwide. High school students and counselors benefit by having a simplified request and delivery mechanism available 24-7. Colleges and universities benefit by having one transcript format to work from, less mail to process and the ability to integrate with the common application.

All Kentucky public high schools will participate to maximize the benefit of the eTranscript process. Without standard use by high schools, the benefit to postsecondary schools and students is diminished because Kentucky would have to continue to support multiple processes and formats.

This e-Transcript solution is brought to you through a partnership of the Kentucky Department of Education, the Kentucky Higher Education Assistance Authority and the Council on Postsecondary Education in conjunction with Infinite Campus, provider of Kentucky's K-12 Student Information System, and Parchment Inc., provider of the eTranscript exchange. The Kentucky education agencies entered into a five-year contract with Infinite Campus and will pay for the Kentucky eTranscript solution.

If you have questions or comments, please contact DeDe Conner with the Office of Knowledge, Information and Data Services (KIDS) at dede.conner@education.ky.gov.

Plans are underway for the Infinite Campus Beginning-of-Year Training. Please hold July 24-25, 2013, for this event. You will receive more details as the date draws near.

The event will take place at the Transportation Cabinet Auditorium in Frankfort, and participants also can join through Lync Online Meeting Space. Registration will be online. Please watch for your meeting notice delivered through Survey Monkey.

KDE Infinite Campus End-of-Year Training

The KDE Infinite Campus End-of-Year training turned out to be the largest KDE-hosted Lync training event to date. More than 200 district staff representing 126 districts participated. Infinite Campus end-of-year training has been provided in written and recorded format in the past; however, districts had been asking for in-person training and welcomed the opportunity to choose between in-person and online meeting venues.

Three KDE offices participated in the agenda:
• Office of Administration and Support (OAS) – SAAR, Calendar Wizard, SEEK At-Risk, Health Condition and FRAM
• Office of Next Generation Schools and Districts (ONGSD) – Safe Schools and Alternative Programs
• Office of Knowledge, Information and Data Services (KIDS) – School Report Card and Teacher of Record

Participants provided comments at the conclusion of the training summarizing their evaluation of the training and venues:

"More Lync Online Trainings! Districts are more and more crunched for money and this is a definite benefit to help districts get the training they need at no cost!"

"It really appears that KDE staff work very well together even in different departments and want to do whatever they can to help schools and help students. Thanks for doing this training!"

"I have wanted training with KDE for several years. The face-to-face meeting allowed me to ask questions that I most likely would not have asked. Also being able to talk with other districts is a wonderful way to make sure I'm doing everything in the most efficient way."

"I like the option of LYNC meetings; this saved me several hours of traveling plus I could bring additional people in when it was relevant to their job duties so they could listen to the information. This saves me more time since I don't have to sit down with them at a different time to explain the information."

Participants received up to five hours EILA credit. If you missed the event or want to review any of the information that was presented, the sessions were recorded and are available here.

Superintendent's Annual Attendance Report (SAAR) Due June 30

The SAAR is due to the Kentucky Department of Education (KDE) by June 30. This yearly attendance report includes the following information for the school year:

- aggregate days' attendance and absence
- race and gender counts
- nonresident/non-contract students
- overage and underage students
- virtual/performance-based proficient attendance
- eligible suspensions
- eligible expulsions
- up to 10 low attendance days due to weather
- five lowest attendance days

All information is reported by school, grade level and transportation code. Click here for documentation for the 2012-13 SAAR and the SAAR AADA 2013 calculator.

Submit the SAAR via the KDE website by following the steps provided on the Web page for checking and uploading your file. Note: KDE will not process a district's SAAR until all its enrollment overlaps for more than one day are corrected.

If you have questions, contact Steve Young, Office of Administration and Support, at steve.young@education. ky.gov or (502) 564-5279.

Office of Knowledge, Information and Data Services (KIDS) – Division of Enterprise Data
David Couch, Associate Commissioner — DeDe Conner, Director — Linda Burton, Assistant Director
KSIS Team: Garnetta Barnette - Raymond Carter – Todd Haydon – Becky Jenkins
Candy Johnson – Lisa McKinney

ARE YOU SOCIALLY CONNECTED TO KDE?

KDE has both a Facebook page and a Twitter feed. Subscribe to the KDE Twitter feed by connecting to@KyDeptofEd. Access the KDE Facebook page here or by searching for "Kentucky Department of Education" on Facebook under "Government Organization."

FRAM: Data Import Mapping Update for SY 13-14

For SY 2013-2014, all districts that import meal status from their food service point-of-sale (POS) system into Infinite Campus (IC) must update their data import mapping in the FRAM Eligibility Import Wizard. District staff can use the FRAM data import tool to synchronize student meal status between the food service POS system and IC. IC enhanced the system to comply with a new USDA regulation, and now districts must change their data import mapping to prevent data errors. Failure to update the data import mapping by July 1, 2013, will result in missing meal status data for SY 2013-2014 and corrupted data in the prior school year.

The Office of Administration and Support presented instructions to update the FRAM data import mapping at the End-of-Year (EOY) training May 1, 2013. You may access the PowerPoint slides, recorded webinar and detailed instructions at the Division of School and Community Nutrition's website, by clicking here. Notification on this change also will be communicated to food service directors and Kentucky Student Information System (KSIS) points of contact in early June.

Districts must perform the following steps in sequence:
- Stop the current IC data import of SY 2012-2013 student meal status.
- Food Service must perform a rollover of the POS system in preparation for the new school year.
- Update the data import mapping.
- Resume the IC data import.

Please direct questions on this process to Brad Blunt, Division of School and Community Nutrition, at brad.blunt@education.ky.gov.

Use Enrollment End Batch Process

The Enrollment End Batch process ends student enrollments for the selected types of enrollments en masse, eliminating the need to select an individual student and end the enrollment. All districts must enter the end date and the appropriate end status code (G-Code) for their graduates' 2012-13 enrollments using the Infinite Campus Enrollment End Batch process (Path: System Administration | Student) no later than June 17.

The five end status codes for graduates, referred to as G-Codes are:
- G01: graduated in less than four years
- G02: graduated in four years
- G03: graduated in five years
- G04: graduated in six or more years
- W28: reached maximum age for services without earning a regular or alternative diploma

Assign a CO1 end status on the 2012-13 enrollments for all other students completing the school year who do not receive one of the G-Codes.

Please direct your questions to Samantha Engstrom, Division of District Support, at samantha.engstrom@education.ky.gov or (502) 564-5279.

Clarification for the Grade Book Submission Process

The Grade Book Submission process from CIITS to Infinite Campus (IC) has been in place since January 2013, but some confusion has arisen as more teachers use this feature. To import test results without error in the nightly import process, district staff must set up grading tasks for courses that will be receiving assignments.

IC is implementing a utility report in the near future to help identify errors. To access the utility report, navigate to **Index > System Administration > Data Utilities > Data Import** and select the most recent import from the **Import History** area in the Data Import screen. The Data Import Report will generate a list of errors for you. Click here for Infinite Campus Community guidance in creating Grading Tasks.

Once a Grading Task is added to the course, the test should successfully import and be available the following day.

Spring Cleaning for Gifted and Talented Data Continues through July 1

You still have time for "Spring Cleaning" your Gifted and Talented (GT) data. A student-level Gifted and Talented report was created in Infinite Campus to assist districts with this process. To access the report, select a school (or all schools), go to **KY State Reporting>KDE Reports>Gifted and Talented Detail**, and then select Generate Report. Please remember that the report may take several minutes to run, so please click Generate Report only once. For more information on GT data and reporting, go to the GT Resource Page on the KDE website.

GT data timeline:

May 1 through June 30 – Data cleanup (correction and updating of student records)

July 1 – All GT reports and summative evaluations due

July 2 – KDE pulls GT reports to match with district reports

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June 2013

CIITS News You Can Use

CIITS News, a supplement to the KSIS & More newsletter, is focused on CIITS data quality. CIITS data comes from Infinite Campus, Kentucky's Student Information System (KSIS); therefore, it is important to know how KSIS data is used and the critical need for accuracy.

Recently Added and Upcoming Data

Detailed program data recently has been added to the Continuous Instructional Improvement Technology System (CIITS). Several additional pieces of data, including secondary and Area Technology Center (ATC) enrollment data, disciplinary incidents (behavior) data, and Title I data, will be extracted from Infinite Campus (IC) and loaded into CIITS within the upcoming months.

Detailed, student-level program data now is available on a new "Programs" tab on the student profile. This information is available to superintendents, principals, teachers (for students they teach) and those users who have been assigned the analyst or specialist roles. The new feature allows these users to view a student's Gifted and Talented, Limited English Proficiency (LEP), Special Education and Title I details.

Secondary enrollment data, including ATC enrollments, will be extracted from IC and loaded into CIITS starting in fall 2013. Currently, only primary enrollments are extracted from IC and displayed in CIITS. With the addition of the secondary enrollment data in CIITS, teachers who have students enrolled in their classes through a secondary enrollment will be able to view a list including those students on the CIITS roster. This allows the teacher to access the student information and administer formative assessments to the students.

Disciplinary incidents (behavior) data, including the incident (event) and related response (resolution), will be extracted from IC and loaded into CIITS starting in fall 2013. CIITS will populate the disciplinary action indicator (Yes/No) on the student overview section of the student profile. CIITS will display detailed disciplinary action information on a new "Disciplinary Incidents" tab on the student's profile. The detailed information will include the event date, event type, resolution date and resolution. KDE will extract event and resolution codes from IC at the district level so that districts will be able to view district-defined event and resolution codes.

Title I data will be extracted from IC and loaded into CIITS starting in fall 2013. A Title I indicator will be displayed on the student overview section of the student profile. The Title I indicator will display "Yes" if the student is enrolled in a school with a schoolwide Title I program or the student is enrolled in a school with a targeted assistance or schoolwide-eligible targeted-assistance program and is receiving Title I support or instructional services. Detailed Title I program data will be displayed on the "Programs" tab.

Permission Change for 'Staff' Role

As more sensitive program-level information is put into CIITS, the reporting tool will be limited to those CIITS users specifically designated by schools and districts to have student-level access. FERPA requirements strictly limit student-level information to those with an educational interest. When data that can potentially identify a student is disaggregated, it becomes a FERPA concern. To avoid this risk, those designated in the default role of "Staff" in CIITS can no longer run or view published reports. CIITS users who have only the staff role and who have a need to run/view published reports and see student-level data may request additional permissions through their KSIS point of contact using the District User Access Request Form, available by clicking here.

Please note the permission changes to the staff role will not affect CIITS users who have a leadership role (principals/superintendents) or those who have the analyst or specialist roles.

Student Portal Now Available in CIITS

The Student Portal is available in CIITS. This new feature allows teachers to assign content to students in one or more of their sections. Teachers may search content intended for students, assign the content to students, set assignment parameters such as visible start/end/due dates and provide instructions/comments for the assignment. In addition, the new features allow teachers to view content they have assigned and the number of times they have assigned it. Teachers may track resource assignment history to view additional information about a particular assignment.

Once a teacher has assigned content to student(s), the student will log into CIITS to view and complete the assignment. Students may filter and view assignments by all courses or a specific course. Students will be able to view past and upcoming (including current) assignments and details for the assignment, including due date and any instruction/comments given by the teacher. Students will click the content link to launch the content.

More information on the Student Portal, including assigning resources to students and student accessibility, is available by clicking here.

Prepared for: Receiver Name 1 on 05/29/2013
DID#: 715652_____21985_5graduated.xml
Student's Current Name: ▉▉▉▉▉▉▉▉▉▉▉
Application Tracking #: Application tracking number
Page 1 of 3

Jeffrey Harris, Registrar

Student Name: ▉▉▉▉▉▉▉▉	
Diploma Type: **Regular**	Graduated: **2013-05-29**
Gender: **M**	
Student ID: **1234567890**	
Ethnic Code: **White**	
Student SSN: *****1234	
Date of Birth: **01/19/1995**	
Address: ▉▉▉▉▉ KY 40906	

Knox Centrail High School
100 Panther Way
Barbourville, KY 40906

Tel: 888-555-1212	Fax: 888-555-1212
SCHOOL ID # 301	

Sample District
123 Main Ave
Test, KY 56750

Tel: 555-121-5555	DISTRICT ID # 123

GPA Summary

Cumulative - Weighted	2.890
Cumulative - NonWeighted	2.880

Class Rank

108 of 207
Percentile Rank: 48

Course		Mark	Weight	Credit
KNOX MIDDLE 2008-2009 Term 1 Grade 08				
814--S1	DRAMA	B/89	1.0	0.0

Credits	Absences	GPA	Nonweighted
0.000	0.0	3.000	3.000

Course		Mark	Weight	Credit
KNOX MIDDLE 2008-2009 Term 1 Grade 08				
11421--S1	GEN CHOIR	A/95	1.0	0.0
801--S1	LANGUAGE ARTS	C/76	1.0	0.0
807--S1	MATHEMATICS	B/81	1.0	0.0
808--S1	SCIENCE	A/96	1.0	0.0
809--S1	SOCIAL STUDIES	D/65	1.0	0.0
817--S1	MUSIC	A/93	1.0	0.0

Credits	Absences	GPA	Nonweighted
0.000	0.0	3.000	3.000

Course		Mark	Weight	Credit
KNOX MIDDLE 2008-2009 Term 3 Grade 08				
816--S2	TECHNOLOGY	A/98	1.0	0.0

Credits	Absences	GPA	Nonweighted
0.000	0.5	4.000	4.000

Course		Mark	Weight	Credit
KNOX MIDDLE 2008-2009 Term 3 Grade 08				
807--S2	MATHEMATICS	B/83	1.0	0.0
808--S2	SCIENCE	B/85	1.0	0.0
809--S2	SOCIAL STUDIES	A/97	1.0	0.0
813--S2	CONSUMER SCIENCE	A/90	1.0	0.0

Credits	Absences	GPA	Nonweighted
0.000	0.5	3.500	3.500

Course		Mark	Weight	Credit
KNOX CENTRAL HIGH 2009-2010 Term 1 Grade 09				
11391504	9TH GR. CHOIR	A/94	0.5	0.5
26061134	HON ENG I	D/67	0.5	0.5
61491104	EARTH-SP SCI	A/90	0.5	0.5
66311104	INT SOC ST I	B/87	0.5	0.5

Credits	Absences	GPA	Nonweighted
2.000	3.0	2.800	2.800

Course		Mark	Weight	Credit
Knox Central High School 2009-2010 Term 2 Grade 09				
11391505	9TH GR. CHOIR	A/91	0.5	0.5
41031104	COLL READINESS	C/79	0.5	0.5
41061105	ALG I	C/75	0.5	0.5
61491105	EARTH-SP SCI	B/85	0.5	0.5

Course		Mark	Weight	Credit
76334504	WEBSITE DESIGN	B/87	0.5	0.5

Credits	Absences	GPA	Nonweighted
2.500	0.0	2.800	2.800

Course		Mark	Weight	Credit
KNOX CENTRAL HIGH 2009-2010 Term 1 Grade 09				
41061104-7	ALGEBRA 1	C/75	0.5	0.5

Credits	Absences	GPA	Nonweighted
0.500	0.0	2.800	2.800

Course		Mark	Weight	Credit
Knox Central High School 2009-2010 Term 3 Grade 09				
11391514	9TH GR. CHOIR	C/74	0.5	0.5
26061135	HON ENG I	C/72	0.5	0.5
41014104	ALG LAB	C/70	0.5	0.5
66311105	INT SOC ST I	B/83	0.5	0.5
66601204	WORLD CIV	C/77	0.5	0.5

Credits	Absences	GPA	Nonweighted
2.500	1.5	2.200	2.200

Course		Mark	Weight	Credit
Knox Central High School 2010-2011 Term 1 Grade 10				
11011504	ART I	B/83	0.5	0.5
11451504	CHAMBER CHOIR	A/99	0.5	0.5
26091204	ENG II	C/77	0.5	0.5
36121504	SPANISH I	C/78	0.5	0.5
61061204	BIOLOGY	D/67	0.5	0.5

Credits	Absences	GPA	Nonweighted
2.500	1.5	2.400	2.400

Course		Mark	Weight	Credit
Knox Central High School 2010-2011 Term 2 Grade 10				
11421505	ADVANCED CHOIR	A/95	0.5	0.5
11451505	CHAMBER CHOIR	A/97	0.5	0.5
26091205	ENG II	B/86	0.5	0.5
41271504	GEOMETRY	A/96	0.5	0.5
61061205	BIOLOGY	C/76	0.5	0.5

Credits	Absences	GPA	Nonweighted
2.500	1.5	3.400	3.400

Course		Mark	Weight	Credit
Knox Central High School 2010-2011 Term 3 Grade 10				
11451514	CHAMBER CHOIR	A/98	0.5	0.5
26037604	LIT ENRICH	A/90	0.5	0.5
36121505	SPANISH I	A/94	0.5	0.5
41271205	GEOMETRY	B/88	0.5	0.5
66601205	WORLD CIV	A/100	0.5	0.5

Credits	Absences	GPA	Nonweighted
2.500	4.0	3.800	3.800

Course		Mark	Weight	Credit
Knox Central High School 2011-2012 Term 1 Grade 11				
11451504	CHAMBER CHOIR	A/98	0.5	0.5

Course		Mark	Weight	Credit
26121324	ENG III TRANSITIONS	B/89	0.5	0.5
41651514	ALGEBRA II LAB	D/62	0.5	0.5
66571324	US HISTORY	B/84	0.5	0.5
72181504	MED TERM	B/80	0.5	0.5

Credits	Absences	GPA	Nonweighted
2.500	0.0	2.800	2.800

Course		Mark	Weight	Credit
Knox Central High School 2011-2012 Term 2 Grade 11				
11451505	CHAMBER CHOIR	B/82	0.5	0.5
26121325	ENG III TRANSITIONS	F/41	0.5	0.0
41121324	ALG II	F/44	0.5	0.0
61141325	PHYSICAL SCIENCE	B/82	0.5	0.5
66571325	US HISTORY	D/60	0.5	0.5

Credits	Absences	GPA	Nonweighted
1.500	0.0	1.400	1.400

Course		Mark	Weight	Credit
Knox Central High School 2011-2012 Term 3 Grade 11				
11451514	CHAMBER CHOIR	A/94	0.5	0.5
26121326	ENG III TRANSITIONS	D/63	0.5	0.5
41121306	ALG II	C/73	0.5	0.5
61141324	PHYSICAL SCIENCE	C/73	0.5	0.5
66571316	US HISTORY	D/67	0.5	0.5

Credits	Absences	GPA	Nonweighted
2.500	2.5	2.000	2.000

Course		Mark	Weight	Credit
Knox Central High School 2012-2013 Term 1 Grade 12				
11361504	ARTS & HUMANITIES	B/80	0.5	0.5
26211404	ENG IV TRANSITIONS	B/82	0.3	0.3
41141504	ALG III	B/88	0.5	0.5

Credits	Absences	GPA	Nonweighted
1.330	1.5	3.000	3.000

Course		Mark	Weight	Credit
Knox Central High School 2012-2013 Term 2 Grade 12				
26211405	ENG IV TRANSITIONS	A/97	0.3	0.3
41141514	ALG III	A/93	0.5	0.5

Credits	Absences	GPA	Nonweighted
0.830	1.5	4.000	4.000

Course		Mark	Weight	Credit
Knox Central High School 2012-2013 Term 3 Grade 12				
26211406	ENG IV TRANSITIONS	C/79	0.3	0.3
41141524	ALG III	A/90	0.5	0.5

Credits	Absences	GPA	Nonweighted
0.840	0.0	3.190	3.190

Credit Summary

Subject Area	Attempted	Earned
Cumulative	25.50	24.50

This transcript is official when downloaded directly from the Docufide website. To verify the validity of the transcript, go to www.docufide.com, select the Tracking link in the header, and search for DID# 715652_____21985_5graduated.xml.

A college profile for ▉▉▉▉▉▉▉▉▉▉ is available at Docufide.com.

Prepared for: Receiver Name 1 on 05/29/2013
DID#: 715652_____21985_5graduated.xml
Student's Current Name: ▓▓▓▓▓▓▓▓▓▓
Application Tracking #: Application tracking number
Page 2 of 3

Jeffrey Harris, Registrar

Student Name: ▓▓▓▓▓▓▓		
Diploma Type: **Regular**	Graduated: **2013-05-29**	
Gender: **M**		
Student ID: **1234567890**		
Ethnic Code: **White**		
Student SSN: *******1234**		
Date of Birth: **01/19/1995**		
Address: ▓▓▓▓▓ KY 40906		

Knox Centrail High School	
100 Panther Way	
Barbourville, KY 40906	
Tel: 888-555-1212	Fax: 888-555-1212
SCHOOL ID # 301	

Sample District	
123 Main Ave	
Test, KY 56750	
Tel: 555-121-5555	DISTRICT ID # 123

Credit Summary

Subject Area	Attempted	Earned
BusinessMarketing	0.50	0.50
EnglishLanguageLiterature	4.50	4.00
FinePerformingArts	0.50	0.50
ForeignLanguageLiterature	1.00	1.00
LifePhysicalSciences	3.00	3.00
Mathematics	5.50	5.00
Miscellaneous	1.50	1.50
SocialSciencesHistory	9.00	9.00

Test Scores

Test Name Date	Score
Reading	19.000
English: Rhetorical Skills	8.000
Science	22.000
English: Usage/Mechanics	7.000
ACT EXPLORE 2008-09-07	
Total Score	12.000
English	11.000
Mathematics	14.000
Science	13.000
The ACT 2008-09-07	
Reading	11.000

Enrollment Summary

Start	End	Session	Grade	School
2008-08-06	2008-10-08	Term 1	08	KNOX MIDDLE
2008-08-06	2008-12-19	Term 1	08	KNOX MIDDLE
2009-01-05	2009-03-30	Term 3	08	KNOX MIDDLE
2009-01-05	2009-05-28	Term 3	08	KNOX MIDDLE
2009-08-06	2009-11-04	Term 1	09	KNOX CENTRAL HIGH
2009-08-06	2009-11-04	Term 1	09	KNOX CENTRAL HIGH
2009-11-05	2010-03-19	Term 2	09	Knox Central High School
2010-03-22	2010-06-04	Term 3	09	Knox Central High School
2010-08-03	2010-10-22	Term 1	10	Knox Central High School
2010-10-25	2011-03-04	Term 2	10	Knox Central High School
2011-03-07	2011-05-23	Term 3	10	Knox Central High School
2011-08-03	2011-10-28	Term 1	11	Knox Central High School
2011-10-31	2012-02-10	Term 2	11	Knox Central High School
2012-02-13	2012-05-15	Term 3	11	Knox Central High School
2012-08-08	2012-11-02	Term 1	12	Knox Central High School
2012-11-07	2013-02-15	Term 2	12	Knox Central High School
2013-02-18	2013-05-13	Term 3	12	Knox Central High School

Test Scores

Test Name Date	Score
ACT PLAN 2010-09-14	
Total Score	18.000
English	16.000
Mathematics: Geometry	8.000
Mathematics	16.000
Mathematics: Pre-algebra/Algebra	7.000